

Westlake Chemical Corporation Policy Release	Policy Release No.: HR.20.030
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Issuing Department: Human Resources	Current Revision Date: 01/01/18 Supersedes Policy Dated: 07/01/16 Initial Effective Date: 07/01/16

## I. PURPOSE

Westlake Chemical Corporation, its Subsidiaries, and Affiliates (the “Company” or “Westlake”) rewards academic excellence and provides assistance to eligible employees’ dependent children who are pursuing higher education at the undergraduate level.

## II. AUTHORITY

The Total Rewards Department is responsible for the overall administration of this policy throughout the Company, as delegated by the Vice President, Human Resources. The Company reserves the sole discretion to interpret and modify this policy.

## III. ELIGIBILITY

All Dependent Children of Westlake North American based regular full-time employees with at least one (1) year of service at the time applications are submitted are eligible to apply.

Eligible student applicants must currently be a senior in high school, accepted to an Accredited Institution of higher education and entering for the first time beginning in the Fall of the eligible year.

Eligible student recipients must maintain enrollment as a full-time student in an undergraduate program and meet the following criteria to receive their stipends:

- Remain in good academic and disciplinary standing with the school
- Enrolled in at least twelve (12) semester hours of course work, or full-time equivalency as recognized by the Accredited Institution.
- Maintain a minimum 3.0 grade point average (based on a 4.0 system) for the semester

## IV. DEFINITIONS

**Accredited Institution** – an institution accredited by an agency approved by the U.S. Secretary of Education or an equivalent agency for international institutions. Courses offered by an accredited university, technical institute, or specialized school.

**Calendar Year** – a 12-month period beginning on January 1 and ending December 31.

**Dependent Child(ren)** – a natural son or daughter, adopted son or daughter, stepson or step daughter, or a child who is under the employees’ legal guardianship (including a foster child).

## V. POLICY

The Westlake Scholarship program is intended to assist in defraying educational costs including, but not limited to, tuition, textbooks and mandatory or required fees by the Accredited Institution for eligible student recipients.

Awards will be paid for undergraduate studies up to four (4) years. The award amounts may vary depending on the individual student achievements and will be paid in two (2) installments per year.

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Scholarships will be renewable for a maximum of four (4) years provided the student continues to meet the eligibility criteria. If a recipient does not meet one of the criteria, he/she will be placed on probationary status, but will still receive his/her allotted stipend for the first semester in which he/she did not meet the criteria. If a recipient does not meet any one or more of the criteria for any subsequent semester, he/she will no longer be eligible to participate in the scholarship program.

In the event of an employee layoff resulting from a plant closure, the recipient will remain eligible to participate in the scholarship program until the earlier of the completion of his/her four (4) year award period or four (4) additional semesters, provided he/she continues to meet the eligibility criteria.

In the event of the death of the employee, the recipient will remain eligible to participate in the scholarship program until the completion of his/her four (4) year award period, provided he/she continues to meet the eligibility criteria.

If a recipient's parent terminates his/her employment (voluntary or involuntary) with the Company, other than as a result of a plant closure or death as referenced above, the recipient will no longer be eligible to participate in the scholarship program.

## **VI. PROCEDURE**

All correspondence and documentation must be submitted via email by the applicant/recipient or the Westlake employee/parent. No paper submissions will be accepted.

### New Scholarship Applications

Eligible student applicants must complete the Westlake Scholarship Application and submit via email by the requested due date to the Westlake Scholarship Selection Committee. Late applications will not be accepted.

The Westlake Scholarship Selection Committee will review all applications against the award guidelines which are evaluated on the basis of GPA, SAT/ACT scores, strength of curriculum and extracurricular activities. Final selections will be made and all newly awarded scholarship recipients will be notified. The local worksite and Human Resources Department may also coordinate a special recognition event for the new recipients.

### Awarded Scholarship Recipients

Eligible student recipients must submit a copy of their transcript (unofficial or official) immediately upon completion of a semester and prior to the beginning of the next consecutive semester. Fall grades must be submitted no later than January 31 and the Spring grades must be submitted no later than June 30.

If scholarship amounts are erroneously paid out to students, then Westlake reserves the right, and employees agree by participation, to recover such amounts from the scholarship recipient's parent-employee, including by way of payroll deduction.

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**VII. PAYMENT SCHEDULE**

Stipends will be paid to eligible student recipients in two (2) installments each year. The payment schedule is as follows:

Semester Term	Installment
Fall Term 1 <sup>st</sup> Year	Awarded based on Application
Spring Term 1 <sup>st</sup> Year	Fall Transcript is submitted
Fall Term 2 <sup>nd</sup> Year	Spring Transcript is submitted
Spring Term 2 <sup>nd</sup> Year	Fall Transcript is submitted
Fall Term 3 <sup>rd</sup> Year	Spring Transcript is submitted
Spring Term 3 <sup>rd</sup> Year	Fall Transcript is submitted
Fall Term 4 <sup>th</sup> Year	Spring Transcript is submitted
Spring Term 4 <sup>th</sup> Year	Fall Transcript is submitted

If an eligible student recipient is enrolled in a quarterly system, the amount of the stipend(s) and payment frequency will be adjusted accordingly.

All stipend payments occur via direct deposit. Therefore, all eligible student recipients must complete the Westlake Chemical Corporation – ACH Payment Authorization form. The bank account must be set up in the student’s name and not the Westlake employee/parent name.

If grades are received by the deadlines outlined in the *Awarded Scholarship Recipients* section, then payments will be processed within thirty (30) days after the deadline.

**VIII. TAXATION**

The Company complies with all applicable Federal, State, Provincial and local tax laws. Determination of taxation will be made by the Company. By submitting an application for scholarship, Westlake employees or Dependent Children of Westlake employees agree that they will be responsible to pay all applicable taxes associated with Scholarships awards.

U.S. employees with Dependent Children who are awarded scholarships will be responsible to pay all applicable taxes associated with all scholarship payments made within the Calendar Year. This will be considered gross income and will reflect annually on the employee’s W-2.

Dependent Children of Canadian employees who are awarded scholarships will be responsible to pay all applicable taxes associated with all scholarship payments made within the Calendar Year. The Company will issue a T4A Canadian Income Tax Slip annually to the Dependent Children.

**IX. FORMS**

- Westlake Scholarship Application (updated annually)
- Westlake Chemical Corporation – ACH Payment Authorization